

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title:	Area Manager
Position Number:	58108450
Division:	Property Assessment/Region 5
Location:	Will supervise Silver Bow, Beaverhead, Deer Lodge, and Jefferson Counties
Grade/Salary:	16 / \$36,693 - \$44,754 / yr DOQ *Training Assignment at 15 / \$33,460 - \$40,705
Type of Employment:	Permanent/Full-time
Union:	No
Supplement:	No
Hiring Supervisor:	Ty Typolt
Closing Date:	November 14, 2006

***Training Assignment:** If applicants for this position do not meet the minimum qualifications, a training assignment may be used at grade 15. The training assignment will typically be for one year or until the training assignment requirements have been met.

Special Information: Office location dependent upon successful applicant. Position will supervise Silver Bow, Beaverhead, Deer Lodge, and Jefferson Counties. Significant travel and a valid driver's license are required. Appraisal certifications provided by the department and must be successfully completed within one year.

Role Summary and Duties: Responsible for determining work assignments, with team input, insuring assigned work is accomplished and progress is reported. Assists Regional Manager in the management of the team. Area Manager must have working knowledge of property taxes.

- Receives and participates in work assignments from Regional Manager.
- Makes resource allocation decisions for the area managed.
- Assists other counties as necessary
- Oversees regional data and valuation quality control for all properties, to include individual property appraisal reviews of five appraisals per appraiser per year. Assists in regional sales comparison (market) model specification and calibration. Assists in regional income model specification and calibration. Oversees regional land model specification and calibration. Reviews narrative appraisals on complex, unique and disputed properties. Provides guidance and advice to regional real and personal property valuation and records management staff on a daily basis.
- Implements a planned area-wide personal property audit and appraisal strategy.
- Identifies upstream and downstream concerns, resolves or elevates issues, and recommends solutions.
- Assures the communication network among all staff members and leadership is defined and maintained.
- Monitors and ensures implementation of division changes
- Assures that training is identified and properly assigned as needed and conducts or assigns on-the-job training for staff.
- Works in conjunction with the Regional Manager to measure and ensure performance measures/goals of staff are attained.
- Defines work responsibilities for sub-regional employees while ensuring statewide consistency.
- Monitors and recommends to Regional Manager the need for additional staff, equipment, to complete assignments.
- Supervises, coordinates, monitors and reviews assigned duties to ensure work plan goals are met timely and tasks are completed accurately; requires frequent office visits.

- Reports progress to Regional Manager.
- Makes and enforces decisions dealing with hiring, discipline, individual performance, leave or flextime and recommends termination.
- Assures that staff members are meeting at least quarterly in a cost-effective manner for quality and consistency.
- Assists in work plan development and maintains progress reporting at individual and sub-region level.
- Resolves or elevates staff issues and implements management directives
- Mentors staff.
- Provides or obtains real and personal property appraisal expertise while assisting in the completion of valuation assignments (working manager).
- Communicates with external stakeholders to ensure consistent responses, including local government.
- Serves as a resource for referrals of customer inquiries that cannot be resolved by initial contact by staff members.
- Develops and conducts performance evaluations on staff.

Competencies:

- Demonstrated knowledge of appraisal principles, theory, and methodology for real and personal property valuation and assessment; building construction, equipment, and leases as required for classification; a full range of mathematical skills relative to appraisal assignments; mass appraisal; knowledge and effective application of federal/state statutes, Administrative Rules, and state policies and procedures; and fundamentals of land records
- Proactively focuses efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, action and results. Follows through to completion.
- Demonstrates the ability to think creatively and recommend innovative solutions
- Has an in-depth understanding of the organization's mission, vision and goals to help influence and shape the decisions of management
- Demonstrates ability to facilitate communication among all organizational levels
- Demonstrates skill and ability to analyze and resolve unique and highly technical issues that are not resolved at a lower level.
- Demonstrates knowledge and skill of word processing, spreadsheet, database and software applications/programs as pertains to role.
- Demonstrates the ability to provide timely and effective written, oral and interpersonal communication.
- Demonstrates knowledge of DOR business processes and ability to apply that knowledge effectively.
- Demonstrates knowledge and effective application of federal/state statutes, Administrative Rules and state policies and procedures as related to role.
- Demonstrates managerial skill.

Education/Experience: The successful candidate's application should reflect a minimum of 5 years experience in either real estate or personal property appraisal and college level coursework in business or a related field. A high-level working knowledge of computer assisted mass appraisal systems is required. Department certification in residential, commercial, and agricultural appraisal is required. Certification provided by the department and must be successfully completed within one year. Project management and previous management experience are preferred.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-2972 / (406) 444-9831 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Check: Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE

Reference Check Authorization Form

Applicant's Name: _____
(please type or print)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: _____ Date: _____